

## TELPAS Student Moves

If a student moves between districts or campuses (organizations), the “Move Tests Between Organizations” function can be used by the district testing coordinator to move a Texas English Language Proficiency Assessment System (TELPAS) reading test assignment from the student’s sending organization to the student’s receiving organization.

Refer to “Manage assessments of students who move” in the TELPAS section of the *2016 District and Campus Coordinator Manual* for assistance with determining responsibility for assessing students who move during the TELPAS assessment window.

1. From **Setup > Move Tests Between Organizations**, search for the student whose reading test you want to move. By default this search is set to search across all organizations.

PearsonAccess<sup>next</sup> Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 AOC ISD (260999)

Home Setup Testing Reports Support

### Move Tests Between Organizations

Tasks 0 Selected

Students 0 Selected

Find Students Registered to 2016 Spring TELPAS Grades K-12

Last Name starts with

1 Result

Displaying 25 Manage Columns

<input type="checkbox"/>	Last Name*	First Name*	PEIMS ID*	Temporary	Date of Birth*	Sex Code*	Local Student ID
<input type="checkbox"/>	LASTNAME	FIRSTNAME	000999630	True	01/01/2001	F = Female	

« 1 »

Filters Across All Organizations

PEIMS ID

Local Student ID

UUID

[Toggle secondary filters](#)

2. Select the checkbox next to the student’s name for the student whose test assignment you want to move.

Find Students Registered to 2016 Spring TELPAS Grades K-12

Last Name starts with

1 Result

Displaying 25 Manage Columns

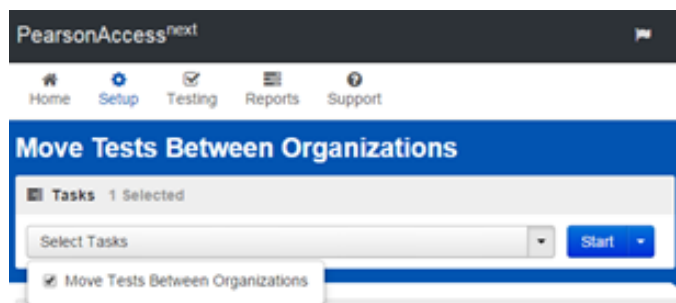
<input type="checkbox"/>	Last Name*	First Name*	PEIMS ID*	Temporary	Date of Birth*	Sex Code*	Local Student ID
<input checked="" type="checkbox"/>	LASTNAME	FIRSTNAME	000999630	True	01/01/2001	F = Female	

Filters Across All Organizations

PEIMS ID

Local Student ID

- Open the task list and select **Move Tests Between Organizations** and click the **Start** button.



The next screen will show the reading test currently assigned to the student, the status of the test, and the organization where the test assignment currently exists. You will only be able to move the test assignment if the test is in "Assigned" status and the student is not placed in a reading test session. If the test has been started (the test status is "In Progress"), the test has been completed (the test status is "Complete"), or the student has been placed into a reading test session at the sending organization, you will not be able to move the reading test assignment. If this occurs, you will need to contact the Customer Service Center for assistance.

A screenshot of the PearsonAccessnext web application. The top navigation bar includes 'Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12' and 'AOC ISD (260999)'. The main heading is 'Tasks for Students'. Below this, there is a 'Move Tests Between Organizations' section. A dropdown menu labeled 'Organizations\*' is open, showing 'LASTNAME, FIRSTNAME (000999630)'. Below this, there is a table with the following data:

Test	Status	From
TELPA Reading Grade 10-12 Sp 16	Assigned	AUSTIN H S (227901002)

- In the **Organizations** drop-down, select the organization to which the student's reading test should be moved.

A screenshot of the PearsonAccessnext web application. The top navigation bar includes 'Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12' and 'AOC ISD (260999)'. The main heading is 'Tasks for Students'. Below this, there is a 'Move Tests Between Organizations' section. A dropdown menu labeled 'Organizations\*' is open, showing a list of organizations: 'AOC EL (260999101)', 'AOC H S (260999001)', 'AOC J H (260999041)', and 'EOC COLLEGE STAAR STUDY TEST (260999998)'. The 'AOC H S (260999001)' option is highlighted. Below the dropdown, there is a note: '\* Required'.

5. Select the checkbox for the reading test that will be moved and click the **Move Tests** button.

PearsonAccess<sup>next</sup> Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 AOC ISD (260999)

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Move Tests Between Organizations

Organizations\*

AOC H S (260999001)

LASTNAME, FIRSTNAME (000999630)

	Test	Status	From	To
<input checked="" type="checkbox"/>	TELPAS Reading Grade 10-12 Sp 16	Assigned	AUSTIN H S (227901002)	AOC H S (260999001)

\* Required

If the move is successfully completed, the next screen will indicate that the move was a success and the change has been saved. The new test assignment information will be displayed on screen.

PearsonAccess<sup>next</sup> Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 AOC ISD (260999)

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Move Tests Between Organizations

**Success**  
Changes saved

Organizations\*

LASTNAME, FIRSTNAME (000999630)

	Test	Status	From
<input type="checkbox"/>	TELPAS Reading Grade 10-12 Sp 16	Assigned	AOC H S (260999001)

If you have any questions or need assistance with the student move process, please contact the Customer Service Center at (800) 627-0225.